

WORKING DRAFT (6/94)

**CSEPP
REENTRY/RESTORATION PLAN WORKBOOK**

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WORKBOOK FOR

All abbreviations and definitions are in the Sourcebook, Appendix B.

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INTRODUCTION

I. PURPOSE

This document and diskette program (DDP) has been prepared by the Chemical Stockpile Emergency Preparedness Program (CSEPP) Recovery Work Group to facilitate generation of reentry and restoration (R&R) plans by the installation, State, and local personnel who are involved with CSEPP operations. This document is a template or "shell" of an R&R Plan interjected with blocks of instructional guidance. The template consists of 12 Planning Functions. The accompanying diskette contains the template and the instructional blocks in a Wordperfect 5.1 format. However, when the template (or the actual plan that an individual is working on) is printed the instructional blocks will not appear.

II. RESPONSIBILITIES

Writing the Plan. The responsibility of creating an R&R Plan should, in general, be held by at least two individuals: (1) a State/local representative, and (2) an installation representative. These responsible parties (RPs) must be firmly designated, preferably in writing. If you are reading this, you should determine whether you are the RP. If you are not, ensure that the appropriate individual receives this information and DDP.

Coordination. In some cases, the State and local RP may work jointly with the installation's RP to establish one combined R&R Plan for that stockpile site. For other sites, individual plans may be developed; however, COORDINATION IS A MUST! Each installation RP is responsible for ensuring that the content of his/her R&R Plan compliments that of the State/local plan and vice versa.

Decision-Making and Approval. Of course, no one individual will be able to make all the necessary decisions that go into establishing an R&R Plan. In fact, a large part of the R&R Plan itself should be devoted to determining what decision-making process/chain-of-command will be used for various issues and who will have final authority over a certain matter. Keep in mind two things: (1) It is better to make as many decisions as possible NOW, than it would be during the chaos of an incident; and (2) Though the "Commander" is usually considered the final decision-maker, there are certain issues that should be resolved by "expert authorities." The R&R Plan should specify the organization, group, or individual on which the Commander will base his/her decision.

III. SPECIFICS ABOUT THE DISK

As mentioned previously, there are instructional guidance blocks that will appear in each of the Planning Functions on the screen of your computer as you go through the diskette. The information in these blocks will instruct you on what actions you may need to take or what types of information you need to insert within that planning function. As more and more information is added to your R&R Plan, the instructional blocks can be referred to on occasion to ensure that the material is appropriate. Also, keep in mind that actual insertion of

verbiage into the disk may not always be required. For example, if you are asked to insert information on public water wells, and you have a document that contains this information, the document (or the relevant portion of the document) may be referred to as an Appendix to your plan. Also, figures, maps, SOPs, and other pertinent material can briefly be described/referenced in the Plan and then attached as appendices or enclosures. IT IS IMPORTANT, HOWEVER, THAT ALL SUCH REFERENCE MATERIAL BE MAINTAINED WITH THE R&R PLAN ITSELF (as opposed to referencing an unavailable document).

IV. REFERENCE MATERIAL

There are numerous sources of additional information that may be of value to you as you develop your R&R Plan. First is the Sourcebook appendices which consists of 15 individual appendices that cover areas such as decontamination, recovery/reentry sampling and evacuee support. The Sourcebook should be used in conjunction with this Workbook, as it is referenced throughout. Second, the CSEPP Recovery Work Group has also put together a set of useful technical documents referred to as the Mini-Library. The Mini-Library is a living document, meaning that updated material is continuously added. Individuals receiving this Mini-Library should ensure that their name and address are provided to the working group to receive updated material.

V. ADDITIONAL HELP

Obviously, creating an R&R Plan is a significant task even with the aid of this DDP and the accompanying reference materials. Therefore, these materials are being presented in symposia at each of the eight stockpile sites. After each symposium, the designated RPs will be expected to begin preparing their R&R Plan using the information and aids provided. Based on a schedule of review established during each symposium, responsible parties will be expected to submit their plan to the R&R working group for review. Comments will be incorporated by the RPs, and, if necessary, additional reviews performed by the working group.

Other than the scheduled reviews, however, members of the Recovery Work Group are available for assistance at any time. Questions should be directed to Ms. Jennifer Lindado or Ms. Veronique Hauschild at the U.S. Army Environmental Hygiene Agency, (410) 671-3651 or DSN 584-3651. Specific technical questions may also be directed to individual Recovery Work Group members (contact list is contained in Mini-Library and the Sourcebook).

PLANNING FUNCTION 1

SITE BACKGROUND

I. SITE-SPECIFIC INFORMATION

Reentry/restoration planning at each stockpile location will require gathering site-specific data which should be maintained and kept current in order to minimize injury or loss to important local resources.

Creating or obtaining inventories of valuable resources that must be fed, protected, or otherwise managed should be considered an integral part of the emergency preparedness process. Such preparedness will be valuable not only to CSEPP, but also to other community emergencies (e.g., hazardous materials spills, floods, etc.).

The user should know the chemical, physical, and toxicological properties of agent(s) stored at the local installation. See Appendix G and Appendix E of the Sourcebook, especially Tables E-1 and E-2, for a summary of this information.

Existing documents, such as environmental permits, chemical inventories, maps (topographic, storage areas, locations of fixed monitoring stations and population centers, etc.), spill contingency plans for toxic industrial compounds, zoning requests, and other reference materials will contain much pertinent, site-specific information.

The following types of information are considered useful (not mandatory) to the recovery effort. They are presented here as a "starter" for use in local planning; not every item will be pertinent to every site. Consider including them in a site-specific "data book" and include the location of this book for easy reference.

- A. Environmental impact statement(s)
- B. Maps with the following information:
 - * Political boundaries
 - * Roads, bridges, and trails
 - * Topography
 - * Soil types
 - * Oil types
 - * Geomorphology

- * Geology (stratigraphy and structure)
 - * Vegetation (e.g., forestry, agriculture)
 - * Monitoring and sampling grids
 - * Preexisting monitoring points
 - * Property boundaries
 - * Land use, including mining and agricultural (see also paragraph F)
 - * Community facilities (e.g., schools, parks, recreational areas, hospitals)
 - * Nursing homes
 - * Prisons
 - * Water resources and facilities (e.g., hydrogeology, wells, water treatment plants, irrigation facilities, surface water, ground water, alternate water supplies)
 - * Utilities, including drainage systems
- C. Meteorological data
- D. State, local, and organizational emergency plans
- E. State and local laws, regulations, and ordinances (particularly environmental)
- F. Databases with the following information:
- * Demographic
 - * Taxes and property valuations
 - * Commercial and economic
 - * Agricultural (e.g., sites of dairies, fish hatcheries, aquaculture, farms, produce and meat processing plants, farms, animal food plants, crops, dates of harvest seasons, markets, slaughter houses, pharmaceutical plants, apiaries)
 - * Fish and wildlife resources, endangered species
- G. Telephone directories

H. Aerial photographs and satellite imagery (including color and infrared, winter and summer)

I. Information on local hunting seasons, game farms, and wild harvesting (e.g., mushrooms, timber and firewood, pottery clay).

Include any other data that may be of importance in creating a "data book." See the Sourcebook, Appendix E for more information.

PLANNING FUNCTION 2

RESIDUAL HAZARD EVALUATION

I. PURPOSE

To describe the process for determining the extent, location, and severity of residual hazard in the area affected by a chemical agent incident (CAI).

See the Sourcebook, Appendix C for State emergency statutes.

Following the emergency response phase, depending on the particular circumstances of the CAI, various possible hazards will exist, including--

- * Residual chemical agent contamination
- * Harmful agent breakdown products
- * Residual chemicals from decontamination efforts

Evaluation of the hazard to public health and safety in the affected area will serve as a basis for determining whether protective actions should be retained, increased, or relaxed, and whether cleanup measures are required.

II. CONCEPT OF OPERATIONS

Incident evaluation involves determining the extent of residual hazards posed by agent contamination or related hazards, including localized air concentrations as well as any contamination of buildings, equipment, water, soil, vegetation, crops, persons, personal effects, and animals. Exposure routes of concern are dermal contact, inhalation of degassing vapors from contaminated surfaces, and ingestion.

_____ role in hazard evaluation will be:

Fill in the blank with your jurisdiction. Consider including the following activities in your jurisdictional role.

- *Performing an independent incident evaluation on the basis of release models and/or field monitoring results.*
- *Reviewing methods and results of incident evaluations performed by other organizations.*
- *Formulating recommendations with respect to protective actions.*

Other organizations will be involved in the hazard evaluation. These will include the Army, the U.S. Environmental Protection Agency (EPA), the Department of Health and Human Services (DHHS), the U.S. Department of Agriculture (USDA), and the Department of Labor. Other Federal agencies may be involved, depending on circumstances. State and local agencies such as the Department of Health and Environmental Quality will also be involved.

III. ASSIGNMENT OF RESPONSIBILITIES

A. PRIMARY IMPLEMENTING ORGANIZATION: _____

Fill in the blank with the appropriate office. In most States with CSEPP, the primary implementing organization is the State Office of Emergency Management.

The following staff will evaluate hazards and have or receive the specified level of training and qualifications:

List the staff (State and county) that will be assigned to hazard evaluation, including, as appropriate, monitors, evaluation staff, computer specialists, and support staff. Include the training that each has received. See Appendix E of the Sourcebook.

The following equipment and facilities will be used to evaluate hazards:

Describe facilities and equipment to be used, including any monitoring equipment, sampling and analysis equipment, computers and computer software. See Appendix F of the Sourcebook.

Establish working contacts and relationships with other organizations to support the designated activities.

The following contacts and relationships have been established:

Consider including the following types of relationships: membership in oversight and working committees; agreements to share data and/or compare analyses; arrangements to provide support equipment or personnel. See Appendix K of the Sourcebook.

The position designated to advise and serve as liaison with those responsible for making protective action decisions will be:

The position designated to provide information to the public regarding hazard evaluation in a concise, non-technical format, in coordination with other public information activities will be:

Procedures and protocols (to guide staff during the recovery process) have been developed for the following positions:

B. SUPPORT ORGANIZATIONS

The following organizations will provide resources to support hazard evaluation:

List support agencies and organizations and the resources they will provide (e.g., contractor laboratory providing analysis of samples).

PLANNING FUNCTION 3

PRELIMINARY ASSESSMENT FOR PUBLIC HEALTH AND ENVIRONMENTAL ISSUES

I. PURPOSE

The overall impact of an accidental release of chemical agent is dependent on the amount, duration, and toxicity of the material, the various pathways of exposure, and the potential receptors available to receive such an exposure. This parallels the same type of analysis that the EPA employs in conducting the health risk assessment of Superfund sites within the United States. By applying this same rationale to an accidental release from a stockpile site, there are a number of considerations that should be evaluated.

Read only.

DERMAL EXPOSURE

Although dermal is a more significant route of exposure than ingestion, at present there are insufficient data on dislodgeable residues and transfer factors for VX and mustard in soil to skin to perform a direct estimate of control limits governing soil dermal exposure.

Approaches developed for OP insecticide exposure (Sourcebook, Appendix A - references 1, 2, and 3, as well as some others) require data that are presently unavailable for VX and sulfur mustard agents. Decomposition studies have demonstrated enhanced agent degradation when G-agents are placed in contact with glass or other substrates possessing high silica or magnesia content (Sourcebook, Appendix A - references 4, 5, and 6). These minerals are present in most soils and can be expected to mediate G-agent degradation *in situ*. Data for mineral-enhanced VX decomposition in soils are less clear (Sourcebook, Appendix A - references 7 and 8). This is clearly an area requiring additional experimental characterization.

It is known from agricultural pesticide data that management of tree crops is more likely to result in dermal exposure than almost anything else. See "Rules of Thumb" in Appendix G of the Sourcebook for more information.

INGESTION

In a CAI, a chemical agent might be released into the environment in such a manner that it would enter and affect the food chain. Therefore, in the event of a CAI, _____ will cooperate with Federal and _____ authorities to identify and control potential hazards to public health through the ingestion pathway.

Fill in the first blank with your installation and fill in the other blank with the appropriate agencies.

I. ASSUMPTIONS

The material in this section is based on the following assumptions:

- * Chemical agent may be released and deposited or transported off-post.

- * Following a CAI, the Federal government will undertake a major effort to assess the nature and extent of agent contamination to protect public health and safety.

For planning, assume that the major human exposure pathways to the chemical agent during the reentry/restoration phase are through dermal (skin) exposure, ingestion, and inhalation.

Ingestion exposure to humans, livestock, and other animals could-

- * Occur if chemical agent were deposited on soil, crops, forage, food, animals etc. Surface water contamination is a lesser concern.

- * Result from contamination of food production, storage, processing, or retailing facilities and subsequent ingestion of contaminated food.

Measures to protect the ingestion exposure pathway might or might not be needed in a particular CAI, depending on the extent and location of the CAI as well as the type and amount of agent involved, the time of year, and other factors. However, it is prudent to prepare in advance for measures to address issues related to ingestion exposure pathway.

Read only.

NOTE: during acute (emergency) phase, exposure is more likely via inhalation.

II. CONCEPT OF OPERATIONS

Planning to protect the ingestion pathway requires identifying ways that agent contamination could enter the food chain. A two-step process is recommended.

- * First, identify the types of resources and facilities present within the planning zones.

- * Second, for each type of resource and facility identified, develop a list that includes at a minimum, location of facility/resource and contact points at each one.

Protection against ingestion pathway hazards during a CAI would involve the following operations. Note: this of concern for liquid deposition of VX or sulfur mustard only - see the Sourcebook, Appendix G - "Rules of Thumb."

A. IDENTIFICATION OF POTENTIAL PATHWAYS FOR INGESTION

_____ has identified the following types of resources and facilities that are subject to potential contamination as the result of a CAI at this installation:

Fill in your jurisdiction in the blank above. Add or delete any resources or facilities according to your specific site below. Identify the locations and the POC for each location making sure an address and phone number are included.

1. Food Directly Consumed by Humans

The following is a non-inclusive list of examples to include:

- * Crops grown for direct human consumption (e.g., fruits and vegetables, beans, grains, tobacco, spices)*
- * Dairy products and eggs*
- * Fish - farmed or commercially harvested from wild*
- * Food stored in homes, retail stores, restaurants, and institutions*
- * Food grown in home gardens and orchards*
- * Articles harvested from the wild (e.g., game fish and animals, wild fruit, mushrooms, honey, maple syrup, herbs)*

2. Facilities Working with Food

The following is a non-inclusive list of examples to include:

- * Food storage and processing facilities (e.g., canneries, dairies, stockyards, warehouses)*
- * Pharmaceutical manufacturing and storage facilities*
- * Facilities for manufacturing or storing food packaging, additives, pesticides, or other materials that may come into contact with food*

3. Water Supplies

The following is a non-inclusive list of examples to include:

- * Public water supplies*
- * Water for livestock*
- * Water made into beverages*
- * Private water supplies*
- * Bottled water*

4. Indirect Pathways to Human Consumption

Following is a non-inclusive list of examples to include:

- * Crops grown for consumption by livestock*
- * Forage consumed by livestock or game animals*
- * Soil and water used for growing crops*
- * Water consumed by livestock or game animals*

B. ASSESSMENT OF INGESTION PATHWAY CONTAMINATION

^ _____ will assist and cooperate with Federal and _____ efforts to assess ingestion pathway contamination following a CAI. Specifically, ^ _____ will:

- * Share information pertaining to potential ingestion pathways with _____ organizations performing contamination assessment, to serve as a basis for determining sampling locations and priorities.
- * Share other information relevant to ingestion pathway contamination with _____ organizations performing contamination assessment.

*

Fill in the blanks with your jurisdiction (^) or with other organizations. List additional actions that will be taken in the lines above.

C. PROTECTIVE ACTIONS AND DECISION-MAKING

1. Authority for Ingestion Pathway Protection

Authority for ingestion pathway protective actions is shared by Federal, State, and local officials.

During a recovery from a CAI, _____ will be responsible for protecting the public against ingestion pathway hazards, in conjunction with Federal and _____ agencies, as follows:

Fill in the blank with the responsible authority for your jurisdiction or agency. Describe the allocation of responsibilities among Federal, State, and local agencies in the lines above.

At the Federal level, the USDA, and the FDA within the DHHS are primarily responsible for food safety. Also, the Food Safety and Inspection Service of USDA (food and meat inspectors).

States have the authority to regulate the ingestion pathway, both under Federally authorized programs and under their own laws and regulations. The pertinent provisions of these existing regulations need to be examined on a site-specific basis.

2. Technical Basis for Ingestion Pathway Protective Action Decisions

Protective action decisions for ingestion pathway hazards will be made at the discretion of _____

Insert the name of authorities responsible for protecting public health and safety in the spaces above.

In determining protective actions, decision-makers will consider:

- * Available technical information on potential routes and areas of contamination.

- * Predetermined control limits for general population exposure.

- * Predetermined precautionary action rules (e.g., temporary quarantines to ensure food safety until testing can be performed).

PLANNING FUNCTION 4

PROTECTION OF PERSONNEL

I. PURPOSE

This section addresses personnel protection as it applies to RECOVERY personnel.*

Recovery personnel may include sampling teams deployed after the response phase (i.e., after field monitoring units have indicated no gross contamination), caretaker teams (for individuals or animals remaining in the hotzones), or security personnel.

The purpose of personnel protection is--

- First, to protect the recovery workers who must enter risk areas from harmful exposure to chemical hazards.
- Second, to allow performance of monitoring, decontamination, and other recovery tasks that require entering risk areas.

* NOTE: The RECOVERY phase is essentially a period of restricted reentry, at which time only key PERSONNEL will be permitted to enter the potentially contaminated areas.

Unrestricted reentry refers to the final designation of a "clean site" that is safe for general public reentry.

II. ASSUMPTIONS

A. Even though response phase sampling and/monitoring indicate no gross contamination, the affected area may contain residual hazards so the protection of people entering the area is prudent.

B. _____ must send or allow personnel into the affected area in order to perform important tasks (such as feeding and watering of abandoned livestock and pets), despite the risk of the exposure to an unprotected person.

Fill in the blank with the responsible authority for your jurisdiction.

C. Appropriate guidelines and equipment are available to define and achieve "acceptable levels" of risk.

III. CONCEPT OF OPERATIONS

A. POLICY ON PROTECTION OF INDIVIDUALS

Personnel protection will involve both procedures and equipment. "Acceptable levels" of risk for the unprotected worker are defined by the following:

AGENT	AIR CONCENTRATION / LENGTH OF TIME
	(reference)

Complete the table for those agents stored at your site. Include reference for establishing these levels. Suggest referring to Table 6.2 (Planning Function 6) "Maximum Agent Control Limits Recommended by the Surgeon General's Working Group (Air Concentration)". Also refer to the agent Material Safety Data Sheets (MSDSs) contained in the Sourcebook, Annex A of Appendix H, the SSHP.

A separate SSHP for response workers has been established to ensure that the appropriate procedures are maintained, necessary equipment is available and operable, and all necessary documents are obtained. This SSHP is maintained by the _____ and is contained in _____.

Appendix H of the companion Sourcebook includes a workbook/template for an SSHP. Such a plan is generally required by the Occupational Safety and Health Act (OSHA) for activities at potentially or known contamination sites. This plan should be completed by the incident Site Safety Officer or his/her designee. As with this R&R Plan, many aspects of the SSHP can and should be established prior to the occurrence of an incident. Establish what office/organization/position is responsible for establishing and updating the SSHP. Identify where (such as what appendix) this SSHP will be maintained.

All unnecessary tasks or practices will be eliminated to minimize the risk of exposure to chemical contamination. Where such risk is unavoidable the _____ will:

Identify overall responsible party (such as service response force (SRF) commander, Site Safety Officer, etc.) This individual and any designees should be aware of these listed responsibilities. This (or these) individuals should also be described in paragraph "C", below.

- * Monitor and control exposure.
- * Provide training, protective equipment and clothing, and medical intervention, as required.
- * Record and track entry to controlled areas in order to minimize, equalize, and maintain a record of risk exposure.

B. TASKS AND PERSONNEL REQUIRING PROTECTION

Personnel may need to perform one or more of the following tasks in risk areas, which would require personnel protection measures.

Describe the types of personnel and tasks considered most likely to operate in a risk environment. Include training and equipment needed for personnel protection.

Consider including the following personnel and tasks in a RECOVERY PHASE risk environment:

- * Security (law enforcement, access control)
- * Maintenance of essential utilities
- * Monitoring and sampling for RESIDUAL contamination
- * Caretaker teams (for individuals or animals remaining in "hotzone" areas).
- * _____

C. PERSONNEL PROTECTION AND EXPOSURE CONTROL METHOD

1. Responsibility for Protection and Control

The following positions will be responsible for implementing personnel protection measures in the event of a CAI, including approving entry into risk areas, establishing exposure control procedures, and ensuring use of appropriate protective equipment.

Identify (list) specific individuals who will be responsible for implementing personnel protective procedures.

2. Access Protocol

The following protocol establishes those procedures necessary to maintain appropriate access control.

Establish a formal procedure for entering a risk area, including procedures for access authorization, issuance of equipment, tracking entries and exits from the risk area, and decontamination procedures. If such procedures are already established and are contained in another document, these procedures may be referenced. However, it is advised that a copy of such procedures be maintained with this R&R Plan and SSHP.

3. Training, Medical Surveillance and Equipment

_____ policy is to use the best available equipment and training to protect personnel from chemical agent hazards.

Insert name of your jurisdiction.

The following equipment and training will be provided to those who may be exposed to a chemical hazard:

TRAINING:

- * OSHA 40-HAZWOPER (and 8-hr annual refreshers)
- * Chemical Agent training (characteristics, signs and symptoms, specialized equipment uses and limitations, etc.)
- * _____

TRAINING NEEDS MUST BE IDENTIFIED, ESTABLISHED, AND IMPLEMENTED PRIOR TO AN INCIDENT. Ensure that individuals from all involved organizations/agencies that may participate in the recovery phase operations have had the appropriate training.

MEDICAL SURVEILLANCE

Only individuals that have been medically assessed through a medical surveillance program will be permitted to perform tasks in potentially contaminated areas. The SSHP establishes monitoring and documentation procedures to be used at the scene of an incident.

Discuss any particular requirements/details of the medical surveillance program(s) covering personnel at your facility.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Describe in general the equipment, protective clothing, first aid, and related training that will be provided. Specific details should be incorporated into the SSHP (see Appendix H of the Sourcebook). Due to the possibility of non-Federal employees performing tasks requiring personal protective equipment, we strongly recommend consultation with representatives of the Army and OSHA regarding applicable regulations and recommendations in this area.

D. Monitoring

Personnel will be provided with and trained to use the best available technology to monitor contamination in the environment in which they are working. The following types of equipment will be provided. Also described is the person/group responsible for operating this equipment and locations where equipment is maintained.

Describe in general the equipment (its capabilities for hazard detection) and related training that will be provided. Also describe general locations of equipment. Indicate general usage procedures to include who will use equipment and when. Ensure this information is incorporated into the SSHP.

Refer to the Sourcebook, Appendix F (specifically Table F.3) for specific information on Army monitoring equipment.

E. Decontamination

Resources for decontaminating personnel and equipment exiting risk areas will be available. Appropriate procedures will be posted and followed:

Describe in general the decontamination resources available and the general procedures to be used for recovery personnel and equipment.

Suggest referring to the document entitled Planning Guidance for the Chemical Stockpile Emergency Planning Program, Appendix L "Standards for Response Phase Decontamination." Though the title of this appendix would infer applicability to RESPONSE phase operations, it contains appropriate information for restricted reentry operations as well.

Note that Appendix I of the Sourcebook contains additional information on decontamination but specifically as it applies to decontamination of livestock, foodstuffs, real/personal property, drinking water, crops, etc.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. CHIEF EXECUTIVE OR EMERGENCY MANAGEMENT DIRECTOR will--

- * Determine or review the types of personnel and tasks that require personnel protection.

- * Coordinate activities of agencies and staff, before and during a CAI, to ensure effective performance of this function.

Describe any other responsibilities.

B. PRIMARY IMPLEMENTING ORGANIZATION: _____
will:

* Advise administrators on personnel protection policy, including applicable regulations and guidance.

* Ensure readiness of equipment and facilities for use, including installation, testing, and maintenance.

* _____

Identify that organization/office that will be the primary implementor of procedures ensuring adequate personnel protection, particularly those procedures outlined in the SSHP.

Describe any other responsibilities of this organization/agency.

C. OTHER ORGANIZATIONS WITH PERSONNEL POTENTIALLY AT RISK

The following responsibilities apply to any organization with personnel potentially at risk of chemical exposure (e.g., law enforcement, public works department, fire department). The plan should define those organizations affected by this list or list responsibilities separately for each organization.

* Ensure that personnel at risk from contamination are appropriately trained and equipped.

* Establish procedures for approval of activities that involve risk of chemical exposure.

* _____

LIST OF OTHER ORGANIZATIONS:

* Fire Department

* Law Enforcement (local police: _____)

* _____

* _____

Describe any other responsibilities and list specific organizations/agencies that apply. Suggest that these other organizations be provided a copy of this R&R Plan and the accompanying SSHP. Also, such groups should provide their own corresponding

procedures for incorporation into this plan (and to ensure that all policies/procedures are consistent with one another).

D. SUPPORT ORGANIZATIONS

The following organizations will provide resources:

List organizations that provide personnel protection (e.g., the Army may contribute protective equipment and/or training; local hazardous materials teams or fire departments contribute staff and vehicles for decontamination.) Also indicate other supporting organizations or persons such as medical staff/hospitals, etc.

PLANNING FUNCTION 5

DATA REQUIREMENTS AND SAMPLING DESIGN

I. PURPOSE

The primary purposes of environmental sampling are to determine where agent has been deposited, so that it may be removed or destroyed, and to determine whether and when people may safely return to their home and workplace after an evacuation.

Refer to Appendix F of the Sourcebook for specific information on-

- key contacts*
- Analytical program and laboratories*
- Army monitoring equipment*

II. ASSUMPTIONS

Three different kinds of sampling will be needed.

- First, establish whether agent is, in fact, present at locations where it is most likely to be found.
- Second, establish the extent of agent distribution, if any deposition is detected at the most likely sites.
- Third, use only if no agent is found at the most likely places. This will be used to substantiate negative data.

Include/list any other assumptions.

III. CONCEPT OF OPERATIONS

State and local personnel who are trained in chemical awareness and sampling procedures and appropriately clothed and outfitted with protective equipment may accompany all Army monitoring teams and participate in all aspects of environmental sample collection, handling, preservation, and analyses. These civilian personnel may also collaborate with Army personnel in all aspects of field sample design and analytical protocol development for agent (and agent breakdown product) determination in environmental media of interest. With appropriate clearance and training, the following personnel will be allowed to accompany Army personnel as well as have access to surety labs where samples are being processed and/or analyzed:

Identify civilian personnel early in the pre-incident reentry/restoration planning process so that they may receive all appropriate training in chemical awareness, personnel protection, and sampling procedures in a timely manner.

A. COLLECTING THE SAMPLES

Sampling to determine the boundaries of agent distribution and the magnitude of agent contamination must be tailored both to the physical and chemical characteristics of the agent and to other local variables.

Atmospheric sampling is the first and most obvious type of sampling that should occur. Record the sampling results here including who took the sample, time(s) it was taken, etc.

Atmospheric sampling results:

Once airborne agent levels are acceptable for respiratory exposure, surface sampling will locate and measure residues in those areas where human dermal exposure could be significant. Record results below.

Surface sampling results:

Environmental sampling and monitoring will follow in order to characterize the site. Determine who will sample and outline the sampling/monitoring plan below. Field sampling techniques, used by the EPA Office of Pesticide Programs for determining reentry intervals for agricultural workers following application of pesticides in crop fields, will offer some guidance on specific sampling techniques for vegetation.

Environmental sampling and monitoring:

The purpose of sampling of environmental media is to determine which media are contaminated, the extent of the contamination, and the time at which human habitation and normal activities can safely resume.

B. SAMPLE HANDLING AND ANALYSIS

The Department of the Army, as the On-Scene Coordinator, will be responsible for sampling soil, air, and water to analyze for contamination by chemical agents on- and off-post in a post-incident situation.

1. Sample Handling

Deciding where to take a sample so as to obtain real/best information is critical; however, if correctly taken samples are not handled properly, the results will be invalid. Therefore, handling of samples must be planned and necessary resources obtained before the first samples are collected.

Name the person in charge of handling the samples. Indicate what resources will be needed before carrying out sampling- include people, equipment, chemicals, etc.

Samples should be kept cool, in sealed containers, out of direct sunlight, and handled quickly.

2. Chain-of-Custody

A chain-of-custody program must be an integral part of sample handling to ensure sample results are valid. The program must provide absolute accountability for each sample as well as associated analytical results.

Custodians must be established at each location where samples will be held, and chain-of-custody log used to provide a trail of sample movement. Two guides have been published by Edgewood Research Development and Engineering Center (ERDEC) (Sourcebook, Appendix A - references 9 and 10) provide appropriate chain-of-custody procedures, as does EPA (Sourcebook, Appendix A - reference 11).

3. Quality Control Procedures

*** Quality Assurance Program.** The U.S. Army has established a Quality Assurance Program (QAP) (Sourcebook, Appendix A - reference 12 and 13) for laboratory analytical procedures.

PLANNING FUNCTION 6

EVALUATION OF FINDINGS

I. RATIONALE AND RESPONSIBILITIES

In the event of a CAI, the decision to reenter areas previously declared off-limits due to measured or suspected agent contamination should be a joint determination by the DA (as represented by the initial response force (IRF) or SRF Commander) and appropriate Federal, State, and local officials. When making any reentry recommendations, the Commander, in coordination with designated State and local officials, should give greatest weight to advice from the health authorities (Federal, State, and local).

The Recovery Work Group recommends that reentry decisions be made in a phased manner, such that areas known to be uncontaminated (identified when early monitoring data defines agent plume boundaries and "hotspots") will be the first to be declared accessible.

Based on the "maximum protection" directive that drives the CSEPP Program, the Recovery Work Group has ranked the following set of environmental media in descending order of their importance in providing maximum protection of the general public, the environment, and the personnel involved in lethal agent and munition destruction. Reentry monitoring resources should be allocated, and mitigative actions implemented, on the basis of the following rank order:

- * Livestock and companion animals exhibiting signs and/or symptoms of agent effects. If agent concentrations in air attain the general population limit or the occupational time-weighted-average, then monitoring resources should be deployed to the affected area.
- * Surface water sources used as drinking water, and vegetation used as food
- * Porous media such as construction materials (brick, wood, etc.) in proximity to human activities where physical contact with these surfaces is likely
- * Soil
- * Meat and milk
- * Non-drinking water supplies, such as sources of irrigation water

Refer to the Sourcebook, Appendix I, "Decontamination" for more information.

The IRF/SRF Commander should keep in mind that there is TIME to make good reentry decisions; the acute phase of emergency response is completed and residents are, for the moment, safely sheltered or evacuated and out of harm's way.

To emphasize the importance of taking adequate time to weigh all necessary evidence prior to reentry decision-making, the Recovery Work Group recommends that the reentry aspects of any future exercises be run on "unreal" time. For example, in an 8-hour tabletop exercise, the installation should take "3 days" to collect and analyze field samples and another "day" to transfer the data to topographical maps and consult with State and local health departments.

II. REENTRY INTERVALS

Reentry intervals or reentry times are defined by the EPA as "the period of time immediately following the application of the pesticide to a field when unprotected workers should not enter..." (Sourcebook, Appendix A - reference 14). These intervals are the estimated periods of time necessary for an individual formulation to dissipate to the reentry level, i.e., that concentration of surface residues that would produce no toxic response in exposed individuals (Sourcebook, Appendix A - references 15 and 16).

III. CONTAMINATED FOOD

All food located in an agent-contaminated area should be considered potentially contaminated. For ease in managing the potential ingestion hazard posed by food, all suspect items can be categorized into the following groups:

- * **Group I-** packaged (glass, metal, plastic, etc.), sealed, unopened items that have been exposed only to agent vapor

- * **Group II-** packaged, unopened items that include an impenetrable wrapper or container (e.g., foil pouch) and that have been exposed to agent liquid

- * **Group III-** unpackaged items (e.g., fresh fruit), opened packaged items or items packaged in untreated paper or cardboard

Group III should be destroyed and not used for human or animal food. Group I items could undergo surface decontamination and eventually be used. Group II items are problematic; decontamination may never be sufficient to allow safe consumption by the most sensitive members of a heterogenous civilian population. Since other sources of food would be available to the U.S. population, this analysis suggests that Group II items also be destroyed.

See the Sourcebook, Appendix A - reference 17 for more details outlining food decontamination procedures in use by DA for military personnel.

IV. ANIMAL HUSBANDRY

In most cases, the most practical approach would be to shelter farm and companion animals in place; this approach requires foreknowledge of animal inventories and involvement by animal

owners, the veterinary community, etc. Heroic measures of decontamination and/or antidote treatment are recommended only for valuable breeding or show stock.

Livestock and companion animal triage decision protocols are best developed locally, with involvement by animal owners, veterinarians, and humane societies. Additional information on decontamination, antidote doses, and other decision criteria are detailed in the Sourcebook, Appendix A - references 18, 19, and 20.

V. HUMAN REMAINS

There are several ways in which human remains may become agent-contaminated:

- * Victim died of trauma during incident involving warfare agent release; immediate cause of death is trauma.
- * Victim succumbs to pre-existing medical condition (e.g., heart attack) and is surface-contaminated after death; immediate cause of death is pre-existing medical condition.
- * Victim exposed to lethal concentration of warfare agent; immediate cause of death is agent poisoning.

The potential for secondary contamination will make positive identification, recovery of the remains/personal effects, and their return to the next-of-kin problematic. In any case, an approved forensic examination should precede movement of remains from the place of death.

Particular attention needs to be paid to establishing certification procedures for agent decontamination with the DA and the State medical examiner's office and to determining who can declare the victim dead (and under what circumstances).

Additional guidelines may be obtained from the Sourcebook, Appendix A - references 21, 22, and 23.

PLANNING FUNCTION 7

DEVELOPMENT OF DECISIONS

I. RESULTS AND INTERPRETATION OF DATA ANALYSES

For best success, the sample matrix employed in determining the boundaries of agent distribution and the magnitude of agent contamination will need to be tailored not only to the physical and chemical characteristics of the agent, but to other local variables as well.

Because of location-specific variables that are better known by those that live or work in the vicinity of each installation, the Recovery Work Group recommends that local planning authorities (installation and community) develop area- and agent-specific sampling designs.

These designs should be developed with the following provisions in mind:

- * There may be a need for two different levels of sampling.
- * The variable (i.e., agent concentration) will not be evenly distributed; thus statistically "biased" sampling will be the rule.
- * Use of a grid sampling matrix is useful for initial site characterization and sample point identification.
- * In order to bound the distribution of the plume, it would be reasonable during the first day to collect fewer samples near the point of origin and more samples in areas remote from the point of origin (where positive readings are not as likely).
- * Some of the local variables that should be considered include overall topographic relief, vegetative cover, local water bodies, prevailing winds, and location of human and livestock populations.

Atmospheric sampling is the first and most obvious type of sampling that should occur. Once airborne agent levels are acceptable for respiratory exposure, quantification of appropriate surface residues can be initiated in those areas where human dermal exposure could be significant. Site characterization by means of environmental sampling and monitoring should follow. "Biased sampling" should be employed since agent distribution will not be uniform in the suspect area.

Results from the air and environmental media sampling are to be used as the basis for mitigation and decisions regarding the protection of the public and emergency workers.

II. RECOMMENDED COMMUNITY RESPONSE

In the event of agent release, the most likely situations are those where no off-installation contamination occurs, in which case the length of the evacuation period will be contingent only on the ability to demonstrate that there has been no contamination.

III. PROJECT REMEDIATION PLANS

If warning is sufficiently great, harvested food and forage crops should be brought under shelter or covered. In agent permeability tests of various packaging materials, polyethylene films were found to be superior to polyvinyl chloride or waxed films when challenged with liquid at 20°C (Sourcebook, Appendix A - references 24 and 25). Several decontamination methods for crops have been proposed (these procedures are not developed to decontaminate crops for future use as food or forage): incineration, spraying with decontamination slurry, and dispersal of agricultural lime, ammonia, and chlorine bleach.

IV. INPUT TO ECONOMIC IMPACTS ANALYSES

The extent of economic effects resulting from agent movement beyond the installation boundary will be governed by the type (vapor, liquid, etc.), size, and composition of the release as well as meteorological conditions, season, and the kinds of economic activities underway at the time of the release.

See Planning Function 11 "Claims and Damage Assessment" for more details or Appendix L of the Sourcebook.

PLANNING FUNCTION 8 RELATED TOPICS TO DECISION-MAKING

SECTION 1. ACCESS CONTROL AND REENTRY

I. PURPOSE

This section describes the roles and responsibilities of organizations involved in providing access and reentry control to areas previously evacuated in response to a CAI.

Responsibilities fall into three major categories:

- Restricting access to evacuated areas until the areas are considered safe for unrestricted entry.
- Managing reentry by emergency personnel or other authorized persons before the reentry of the general public.
- Developing a strategy for controlling reentry of the general public when affected areas are deemed safe.

Locally available resources should be used, when appropriate and available. Should the demands of the specific accident scenario be such that local resources are not adequate, State resources may be available to supplement local resources. Refer to Planning Function 4 for more information and help.

II. ASSUMPTIONS

The material in this section is based on the following assumptions:

- * Access control measures will have been initiated and may need to be modified.
- * Recovery workers, volunteers, friends and relatives of accident victims, and curious spectators will converge on the area.

List any additional assumptions that may apply to your jurisdiction.

III. CONCEPT OF OPERATIONS

A. General Policy and Principles

To avoid confusion and unnecessary frustration for affected individuals, closely coordinate the actions of decision makers, access control personnel, and public information services.

Implement access control and reentry according to the following general principles:

1. Consult with other organizations, public affairs officers and staff, and psychologists and social workers before issuing information and instructions.

2. Involve the public in the decision process.

3. Uniformed law enforcement personnel will staff access control points, when possible.

B. Implementation

Access control functions will include-

- * Preventing unauthorized entry to the restricted area.
- * Providing for orderly flow of vehicle traffic around the restricted areas.
- * Setting up a controlled system for reentry by authorized individuals.

* _____

Include any other access control functions in the blanks. See the Sourcebook, Appendix O for planning standards.

To implement these functions, the following commitments and procedures have been developed:

1. Resources

The following organizations will contribute authority, staff, and/or other resources for implementation of access control.

List the organizations that agree to contribute to this function and what they will supply.

2. Access Protocol

To protect public health and safety, and prohibit access to restricted areas, except through the following protocol:

Establish a formal protocol for entry to and exit from a restricted area. This protocol would be implemented by access control personnel.

SECTION 2. RELOCATION

PURPOSE

After a CAI, it may be necessary to prevent reentry to evacuated areas for an extended period, possibly indefinitely. In addition, areas that were not initially evacuated may have to be vacated later because of long-term hazards. Thus, medium- or long-term relocation of residents, businesses, and government offices may be required.

Refer to the Sourcebook, Appendix M "Evacuee Support" for more details. Also, see the Sourcebook, Appendix A - reference 26 for more information concerning reentry issues.

SECTION 3. SOCIAL SERVICES

PURPOSE

Provision of social services following a CAI reduces the degree of human suffering and expedites return to the normal affairs of daily life for the affected population.

Refer to the Sourcebook, Appendix L "Disaster Assistance and Military Claims" for more details on social services available.

SECTION 4. MEDICAL SERVICES

PURPOSE

Medical services during the recovery phase will be aimed at preventing disease, treating victims acutely affected by the CAI, and assisting community recovery via long-term physical and mental health services.

Refer to the Sourcebook, Appendix H "Site Safety and Health Plan" for more details.

PLANNING FUNCTION 9

RESTORATION AND REMEDIATION

I. PURPOSE

In the event of a CAI, the Army will carry out measures to restore the environment in the affected area, in conformance with the Chemical Accident or Incident Response and Assistance (CAIRA) manual and applicable Federal laws and regulations, and in consultation with State and local governments and interest groups. _____ will fully participate in the consultation and restoration process to ensure that the public health and safety and the environment are adequately protected.

Fill in the blank with your jurisdiction.

II. ASSUMPTIONS

This section is based on the following assumptions:

- * The CAI will require restoration and remediation of off-post areas.
- * The Army will be primarily responsible for such restoration and remediation efforts.

* Army restoration and remediation actions will proceed according to the CAIRA manual and in conformance with Comprehensive Environmental Restoration Compensation Liabilities Act (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA) (Sourcebook, Appendix A - reference 27) and CERCLA guidance and policy regulations, the Resource Conservation and Recovery Act of 1976 (RCRA) (Sourcebook, Appendix A - reference 28), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA) (Sourcebook, Appendix A - reference 29), the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (Sourcebook, Appendix A - reference 30), or equivalent State RCRA program, and the National Environmental Policy Act (NEPA) (Sourcebook, Appendix A - reference 31).

III. CONCEPT OF OPERATIONS

The assignment of responsibilities and administrative procedures for recovery is specifically set forth under the statutes and regulations referenced above, as well as the CAIRA manual and the Army Installation Restoration Program. _____ role in the process is as described below.

Fill in the blank with your jurisdiction. See Appendix J of the sourcebook for more specific information on the roles and responsibilities of the Army and EPA under CERCLA and RCRA. Determine specifically who will be responsible for implementing the plan.

Appendix K of the Sourcebook contains a prototype Memorandum of Understanding for assigning responsibilities for remedial actions among the Army, EPA, and the State.

IV. RESPONSIBILITIES

A. Chief Executive will--

B. Primary Implementing Organization: Environmental Protection Agency will--

C. Other Pertinent State and Local Agencies will--

Fill in the blanks with the appropriate information.

PLANNING FUNCTION 10 PUBLIC INFORMATION AND COMMUNITY RELATIONS

I. PURPOSE

The purpose of public information and community relations during recovery from a CAI is to provide accurate and complete information to the public pertaining to protective actions, health dangers, remediation efforts, available services, and other issues of interest. In addition, this function will enable the community to express its interests and preferences regarding the remediation process.

Refer to the Sourcebook, Appendix N "Planning Standards for Public Information and Education" for more details and information.

II. ASSUMPTIONS

This section is based on the following assumptions:

- * The public will demand information about the extent of contamination, when they can return to their homes, health effects, and other issues.
- * The media will be present in force and will demand information on recovery status and activities.
- * A Joint Information Center (JIC) will have been established during the emergency response phase. The JIC may continue to function early in the recovery phase.

III. CONCEPT OF OPERATIONS

A. Format and Content of Recovery Phase Public Information

Public information efforts during the recovery phase will focus on informing the public of protective actions, residual hazards, status of assessment and cleanup efforts, and access to assistance and compensation. Efforts will be made to address at least the following topics:

Consider the following topics:

- *Status of any individuals suffering health effects.*
- *Protocol for reentry to restricted areas.*
- *Estimated time of return to restricted areas.*

B. Deactivation of the Joint Information Center

The JIC will be deactivated when it is no longer needed to fulfill public information requirements. _____ will implement procedures to ensure that deactivation of the JIC will not disrupt the flow of public information or confuse the public or media. Before closure, media representatives and other interested parties will be notified of ways to obtain information after the JIC is deactivated.

C. Establishment of Post-JIC Public Information System

Coordination among offices and a unified voice from designated spokespersons are important during the recovery phase. Before the JIC is deactivated, post-JIC procedures for coordination of information will be developed and agreement reached among the involved organizations.

These procedures will include:

Consider the following practices for inclusion:

- *Coordination of information to be released with the other parties via telephone and fax.*
- *Notification of scheduled or upcoming news conferences.*

Members of the public must be able to obtain information and assistance on an individual basis. Therefore, the public information (rumor control) hotline numbers publicized during the emergency response phase will continue to be staffed, as long as needed, during the recovery phase.

D. Coordination with the Army

_____ will conduct public information functions in close coordination with the public affairs function of the Army.

Fill in the blank with your jurisdiction. DA Pamphlet 50-6, CAIRA Operations (Sourcebook, Appendix A - reference 32) describes Army procedures for public information planning, dissemination, media relations, and community relations for both the emergency and recovery phases of a CAI.

E. Public Outreach and Public Participation

The public information function also includes developing outreach plans and coordinating public meetings that may be required by law. _____ will protect and promote the interests of its residents by facilitating their participation in the decision-making process. Specifically, _____ will:

Fill in your jurisdiction in the blanks above.

Consider including the following items:

- *Monitor compliance and negotiate with the Army and other Federal agencies regarding legal public participation requirements.*
- *Represent residents, as appropriate, on interjurisdictional panels and committees.*
- *Publicize opportunities for public participation.*

PLANNING FUNCTION 11

CLAIMS AND DAMAGE ASSESSMENT

I. PURPOSE

After a CAI, affected jurisdictions, individuals, and businesses will require and seek monetary assistance. Appropriate planning will minimize delays and expedite processing and resolution of such requests. This section describes the preparations that _____ will make to facilitate and expedite assistance to the public. In addition, _____ will assist affected individuals and businesses, to the extent possible, in filing claims against the Army for damages.

Fill in the blanks with your jurisdiction. See Appendix D of the Sourcebook for State liability protection.

II. ASSUMPTIONS

This section is based on the following assumptions:

- * The CAI will directly or indirectly result in damages to individuals or businesses.
- * Injured parties will seek available assistance under the Stafford Act (Sourcebook, Appendix A - reference 33).

See the Sourcebook, Appendix L for a description of the Stafford Act and how it would apply to a CAI. Also, refer to the Sourcebook, Appendix A - references 34, 35, and 36.

III. CONCEPT OF OPERATIONS

A. DAMAGE ASSESSMENT

Timely and accurate damage assessment and prompt distribution of aid are extremely important to community and individual recovery. This function is best achieved by anticipating and planning for the administrative process involved, so that the administrative structure, resources, and procedures are in place to quickly request and distribute assistance, if granted.

_____ will promote prompt access to assistance by making the following preparations:

Fill in the blank with your jurisdiction.

1. Procedure for Disaster Declaration

Ensure procedures are in place to gather the information and authorization necessary to apply for a disaster declaration and assistance as quickly as possible following a CAI.

2. Establishment of Disaster Assistance Centers (DACs)

Potential locations for DACs have been designated and arrangements have been made to secure their use if necessary. Potential locations are:

Establish DACs in safe areas after the emergency to provide "one-stop" locations for aid applications. The following organizations have agreed in principle to send representatives to the DACs, as space and staff are available:

- *State and local governments with disaster relief programs*
- *Federal emergency management agency*
- *private aid organizations (e.g., Red Cross)*
- *insurance companies*

3. Applications for Individual Assistance

_____ has, in conjunction with the other organizations to be represented at the assistance center, made advance preparations to assist the public in applying for assistance, including:

Fill in the blank with your jurisdiction.

- * Reviewing regulations and procedures associated with applying for individual and family assistance.
- * Arranging for trained staff to explain the claims forms, information requirements, and the process to members of the public.
- * Ensuring that adequate supplies of forms will be available on short notice.
- * Notifying the public that DACs are available.

* _____

List other advance requirements above.

4. Applications for Public Assistance

_____ has, in coordination with other organizations, made advance preparations to expedite the process of obtaining assistance with public expenses resulting from a CAI, including:

- * Reviewing regulations and procedures associated with applying for public assistance grants.
- * Developing procedures for quick assessment of damages eligible for public assistance funding.

* _____

List any other additional advance requirements.

Assessment of damage and loss will be necessary to document claims for reimbursement and aid. It is important that all jurisdictions, organizations, and levels of government involved in the damage assessment process are knowledgeable, in advance, of the procedures and documentation, time and information requirements of possible sources of financial or resource assistance. Coordination-of-benefits policies are fairly standard; therefore, coordination of information among agencies is important.

B. Claims for Compensation

Under Army regulations, the Commander of the U.S. Army Claims Service (USARCS) is required to designate a location for a special claims processing office and to designate damage assessment personnel (i.e., independent appraisers, physicians). The USARCS Commander must also develop procedures for notifying the affected population of the process needed to file a claim at the special claims processing office.

_____ will assist the public in using the Army claims process, by:

- * Working with the Army to establish a safe and convenient location for the USARCS claims processing office, preferably co-located with the assistance center.
- * Promoting community awareness of the USARCS claims process.

*

List any other items. There will be many individuals and agencies involved in claims and damage assessment. Below list the responsibilities of each of the agencies and individuals.

IV. RESPONSIBILITIES

A. Chief Executive or Emergency Management Director will--

B. Primary Implementing Organization: Emergency Management Agency will--

C. Other Organizations/Agencies

1. Tax Assessor/Appraiser or Finance Director will--

2. City or County Engineer or Building Inspector will--

3. Public Works Director will--

4. Computer Systems or Database Analyst will--

5. American Red Cross will--

6. County Agricultural Extension Agent will--
